

**3 STEPS TO IMPROVE
YOUR FOCUS ABILITY
DURING WORK.
ORGANIZE YOURSELF.
PART IV**

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This article is last one in four-part series "Organize yourself". If you didn't read the previous articles, it's better to start from the beginning because it's a continuation of previous topics.

The last part of the "Organize yourself" series is associated with deep work. This three-step article tells you how to strengthen and structure the perception.

1. Block distractions

To be fully focused and feel full immersion people need at least about 10-15 minutes of non-destructive time. Even better if you have your own private workspace. Then your rests won't break your focus chain even if you start doing something completely different for a while because you decide to do it.

Apart from other people, we are also able to disturb ourselves. If

you're using your computer during work it will be best to pick an application that block distraction. You could cut off entire internet, but if you're working with online tools or you're web dependent then block just sites that distract you. I'm using Focus.

2. Unclutter workspace and content

Get rid of eye distraction when you're working. The more visual stimuli the harder to focus on a task. It's also hard to find things. At least unclutter your desk and desktop.

This is also applicable to content you absorb. If you're reading, it's good to use tools that extract pure content and show it in a clean, neat way. If you're using chrome extensions I could recommend:

- Pocket - for storing and viewing articles
- Wikiwand - for the better Wikipedia experience
- The great suspender - for saving ram when using a browser

3. Background music - what (not) to listen to.

Work requires concentration. Very often, music helps us to achieve that. It's a good idea to create playlists with a favorite music. However, they must be sorted by the mood because not always happy music will help us to focus. In the same way, the lyrics of songs usually interfere with concentration. Therefore, during the work it is worth reaching for the genres of music without words.

To avoid the above problems, it is enough to use a generator of naturally occurring noises such as water noise, sizzle fry, wind, which can be freely combined with each other.

I'm using Noisly web app when I have to cut off from other people conversations or unpleasant sounds that resonate when they're eating.

Remember not to use headphones for too long - especially earphones. The best solution is open headphones, which least affect the degradation of hearing and ear fatigue. Their disadvantage is that they might be heard from outside. The compromise is semi-open

headphones. Regardless of what headphones you choose, it is recommended to make as many breaks as possible.

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